

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Frank Sims
Dr. Ellison Conrad
Daniel Ruble
Stephen M. Quilty
Dr. James E. Baker
Ben Jenkins
Andy Puckett

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, December 14, 2020 at 6:00 P.M. in the Lobby of the Terminal Building. Mr. Sims, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims called for approval of the Minutes of the Regular Meeting November 09, 2020 and Joint Meeting November 10, 2020.

Mr. Puckett moved to approve the minutes of November 09, 2020 and Joint Meeting November 10, 2020. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines asked Mr. Puckett to give the Audit Committee report.

Mr. Puckett stated that the Audit Committee did meet with Mr. David Brown with Hicok, Brown & Company, CPAs to review the FY 2019-2020 Financial Audit.

Mr. Puckett stated that in the letter from Hicok, Brown & Company that it was made mention that checks written over \$5,000 are to be co-signed by a board member and that there were no controls in place to prevent two separate checks being written to pay for an item over \$5,000 to bypass the second signature requirement. No instances were found where this had occurred but, they recommended that a check register be provide to the Board or the Treasurer each month, so a review of all checks written can be done.

Mr. Puckett stated that starting November 2020 that the check register will be sent to the Board Treasurer for review.

Discussion ensued.

Mr. Puckett stated that it is the motion of the Audit Committee to accept and approve the FY 2019-2020 Audit. The motion carried unanimously by a vote of 7-0.

Mr. Sim asked if the Board needed to evaluate the check writing limits.

Discussion ensued.

Mr. Sims asked that Operations Committee to look at and evaluate the \$5,000 check writing limits.

Dr. Baker made the motion that the Manager put together a recommendation to the Operations Committee regarding the check writing limits. Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Hines stated the Boards Approval was needed to pay Mr. Nelson for doing the Financial review.

Discussion ensued.

Dr. Baker moved to pay five hundred dollars (\$500) to Mr. Nelson, upon submittal of an invoice for his services. Mr. Ruble seconded the motion. The motion carried with Mr. Puckett abstaining.

Mr. Hines asked Mr. Puckett and Mr. Ruble to report on the Tax Evaluation Review Committee meeting.

Mr. Puckett and Mr. Ruble gave report.

Mr. Hines stated that Sentinel Robotic Solution has contacted the Airport again with a new proposal for a feasibility study regarding Commercial Unmanned Aircraft Systems Operations Capability Development at VJI.

Discussion ensued.

Mr. Puckett moved that due to financial uncertainty through this pandemic, although, we think it may be something for the future, at this time we respectfully decline. Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Sims called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee did not meet.

Mr. Sims called for the Development Committee Report.

Dr. Baker stated that the Development Committee had not met.

Mr. Sims called for Unfinished Business.

No Unfinished Business.

Mr. Sims called for New Business.

No New Business.

Mr. Sims called for Public Comments.

No Public comments.

Close Session.

No Closed Session.

Dr. Baker moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously.

Meeting adjourned at 6:55 P.M.



Dr. James Baker, Secretary



Frank Sims, Chairman